

9

5 February 1951

The Honorable Thomas D. Quinn  
Municipal Court for the District  
of Columbia  
Fifth and E Streets, N. W.  
Washington, D. C.

Dear Judge Quinn:

STATINTL [redacted] an employee of this Agency, has been summoned for jury duty in the Municipal Court for the District of Columbia (Criminal Division) on 6 February 1951.

It is the announced policy of this Agency to encourage jury service wherever possible as a civic responsibility and to request postponement only in those instances where it is determined that the absence of the individual from his duties will impair the operations of the Agency in a substantial manner.

The continuance of [redacted] services and availability at the present time is of vital concern to the Agency. His absence now would not be without serious consequences for there is no qualified alternate to act in his place.

STATINTL

It is our considered opinion that the absence of [redacted] at this time would affect the ability of this Agency to fulfill existing commitments, and we therefore respectfully request a postponement of jury duty for him.

STATINTL

Sincerely yours,

/s/

[redacted]  
Deputy Director

STATINTL

STATINTL [redacted]  
cc: Signing Official  
Central Records  
✓ Subject  
Chrono

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Personnel  
FROM : Classification & Wage Administration Division  
SUBJECT: Jury Duty

DATE: 29 January 1951

STATINTL

It is requested that action be initiated to secure a deferment from Jury Duty for Mr. [ ] Classification Analyst.

STATINTL Mr. [ ] has received a summons as [ ] to report on February 6, 1951 at 9:30 a.m., for jury duty in the Municipal Court of the District of Columbia (Criminal Division).

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The loss of his services during the month of February would result in considerable delay in the accomplishment of personnel actions, particularly those involving OPC. In view of the urgency of adequately staffing OPC, and the attendant work load placed upon the Classification Staff, it is believed that this request warrants favorable consideration.

STATINTL

[ ]  
Chief, Classification &  
Wage Administration Division